

Answer to Complaint (for Attorneys)

This is the procedure to electronically file an answer to a complaint in an adversary proceeding.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- Click the Answers/Objections... hypertext link.

- STEP 3** The next screen lists two menu selections for Answers.
(See Figure 3.)

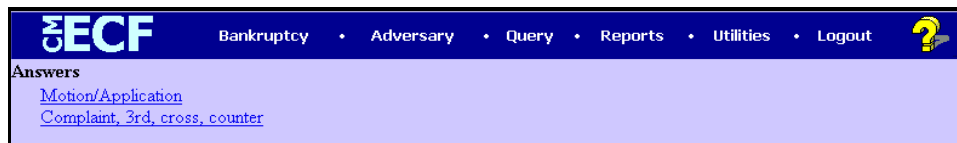


Figure 3

Motion/Application refers to documents filed in response to a motion or application, such as an objection, reply, or response.

Complaint, 3rd, cross, counter refers to documents which are answers to a complaint, third-party complaint, cross-claim, or counterclaim.

- For this lesson, we are docketing the answer to the original complaint, so click on Complaint, 3rd, cross, counter.

NOTE: If this answer includes a third-party complaint, cross-claim, or counterclaim, that is covered later in this event.

- STEP 4** The **CASE NUMBER** screen will then display. (See Figure 4.).

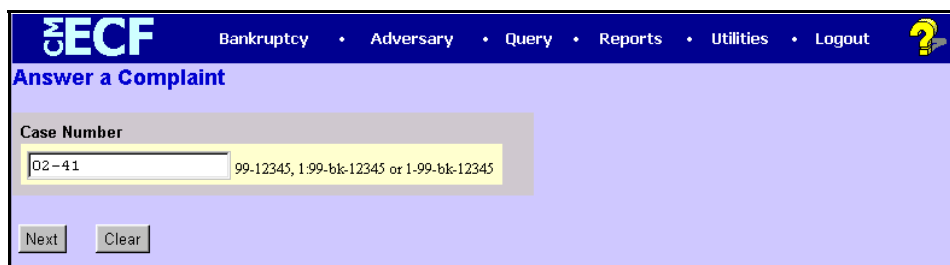


Figure 4

- Enter the case number in the YY-NNNN format.

NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- Click **[Next]**.

STEP 5 The system will then display a screen to verify the event and case you are docketing. (See Figure 5.)

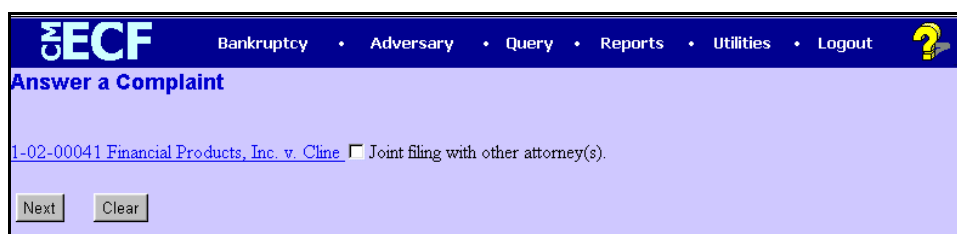


Figure 5

- If you are filing this answer jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- If the information is correct, click **[Next]**.

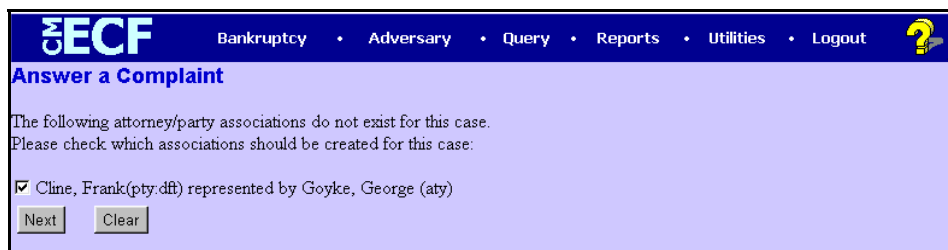
STEP 6 The **SELECT PARTY** screen then displays all of the parties in the case. (See Figure 6.)



Figure 6

- Click on the defendant(s) for whom this answer is being filed; then click **[Next]**.

STEP 7 The **PARTY/ATTORNEY ASSOCIATION** screen displays.
(See Figure 7.)

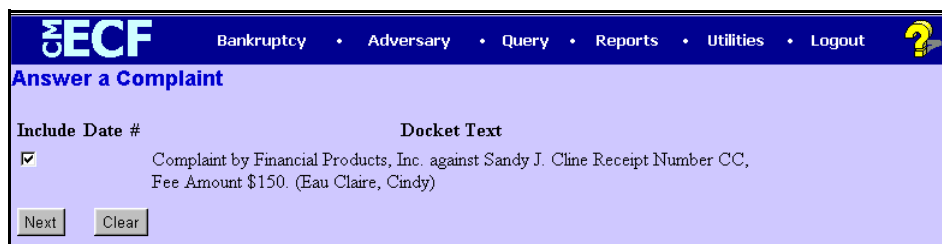


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is the title "Answer a Complaint". The main content area has a light blue background and contains the following text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a list of associations with a checkbox next to each. The first association is "Cline, Frank(pty:dft) represented by Goyke, George (aty)", which has its checkbox checked. At the bottom of the list are two buttons: "Next" and "Clear".

Figure 7

- Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link. Click in the check box, then click **[Next]**.

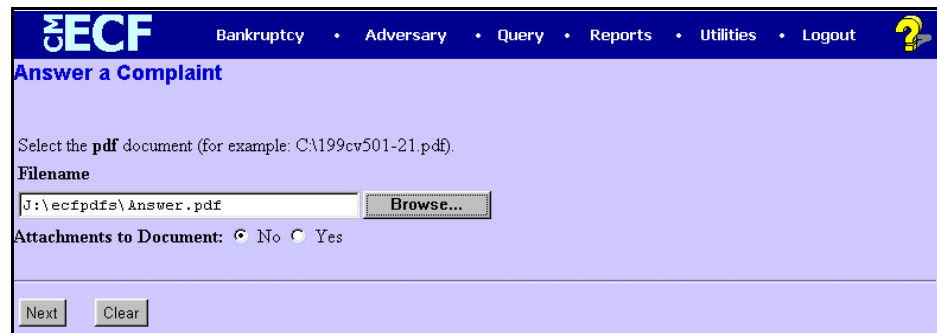
STEP 8 The **COMPLAINT** screen displays. (See Figure 8.)



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is the title "Answer a Complaint". The main content area has a light blue background and contains the following text: "Include Date # Docket Text". Below this text is a list of complaints with a checkbox next to each. The first complaint is "Complaint by Financial Products, Inc. against Sandy J. Cline Receipt Number CC, Fee Amount \$150. (Eau Claire, Cindy)", which has its checkbox checked. At the bottom of the list are two buttons: "Next" and "Clear".

Figure 8

- This screen shows the complaint (and other related events) in the case. It allows you to link the answer to the complaint. Click in the check box, as shown, to link the appropriate complaint, then click **[Next]**.

STEP 9 The **PDF DOCUMENT** screen displays. (See Figure 9a.)**Figure 9a**

NOTE: This screen is used for associating the imaged document with this entry. Attorneys must enter the path and name of a pdf (portable document format) document here.

- Click **[Browse]**, then click on the down arrow – for the **Files of type** field.
- In the drop-down box, click on **All Files (*.*)** or **Acrobat (*.pdf)**.
- Navigate to the directory where the appropriate PDF file is located.

- To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 9b.)

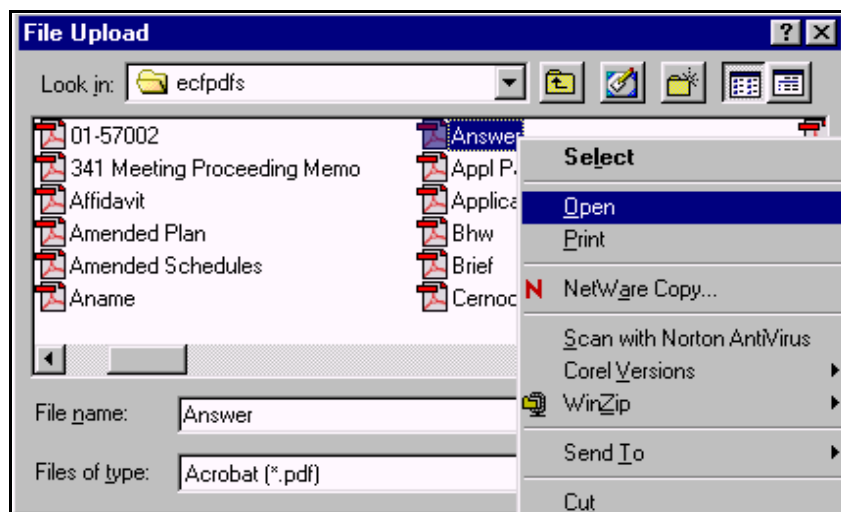


Figure 9b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 9c.)

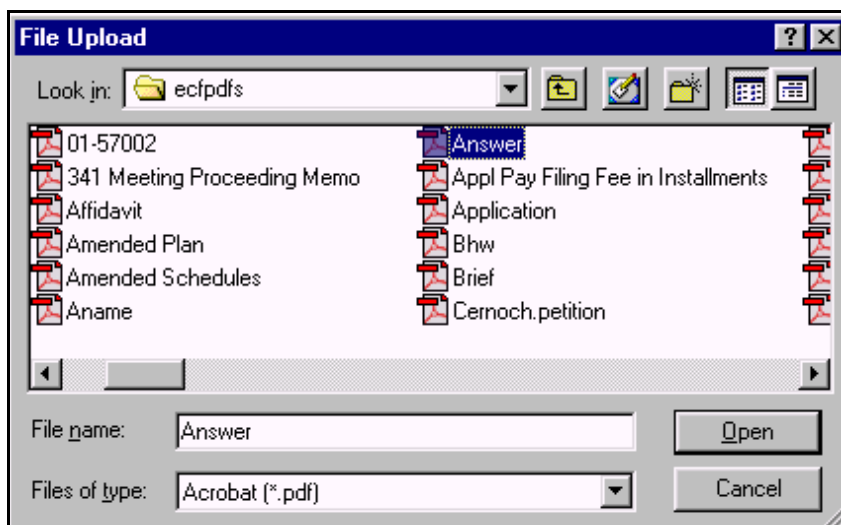


Figure 9c

- The system will enter the path name and name of the PDF document selected into the Filename field of Figure 9a.

— Click **[Next]**.

STEP 10 The next screen provides secondary complaints to be addressed. (See Figure 10.) This screen provides the option of combining the answer with another claim.

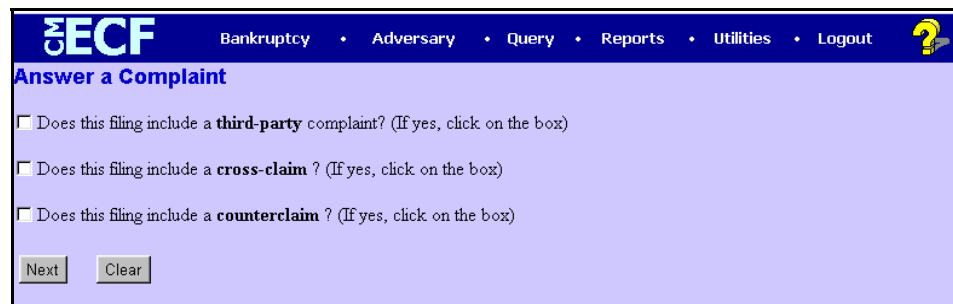
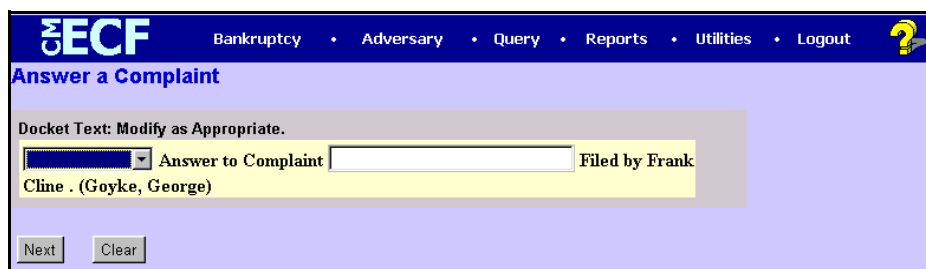


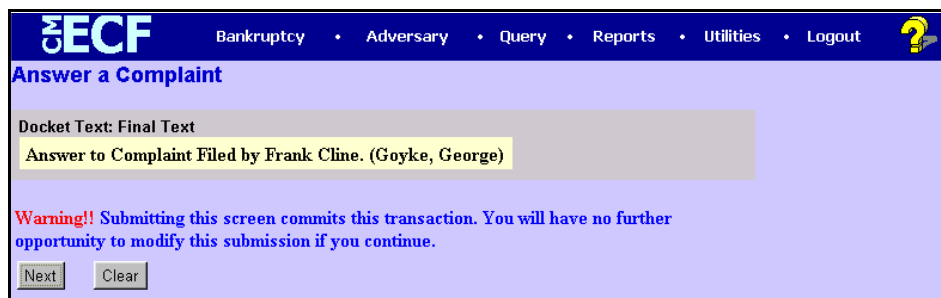
Figure 10

- Indicate whether this answer includes a third-party complaint, a cross-claim, and/or a counterclaim by checking the appropriate box(es). Click **[Next]** to continue.
- If this answer contains no other claims, ignore the check boxes and click **[Next]** to continue.

NOTE: If you check one of the check boxes, the system will lead you through entering the information regarding the new claimant.

STEP 11 The **MODIFY TEXT EDITING** screen displays. (See Figure 11.)The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a purple header area with the text 'Answer a Complaint'. The main content area is light blue and contains a yellow box with the text 'Docket Text: Modify as Appropriate.' Below this is a dropdown menu with a blue arrow, followed by the text 'Answer to Complaint' and a text input field. To the right of the input field is the text 'Filed by Frank Cline . (Goyke, George)'. At the bottom of the yellow box are two buttons: 'Next' and 'Clear'.**Figure 11**

- Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- If appropriate, select a prefix from the drop-down box and/or add text to the entry. Any text added here will appear in italics on the docket sheet. When the docket text is correct, click **[Next]** to continue.

STEP 12 The **FINAL DOCKET TEXT** screen displays. (See Figure 12.)The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a purple header area with the text 'Answer a Complaint'. The main content area is light blue and contains a yellow box with the text 'Docket Text: Final Text' and 'Answer to Complaint Filed by Frank Cline. (Goyke, George)'. Below this is a red warning message: 'Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the yellow box are two buttons: 'Next' and 'Clear'.**Figure 12**

- If the event is correct, click **[Next]** to continue.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 13.)



Figure 13

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that the answer was submitted by this defendant.
- Clicking on the case number hyperlink on the Notice of Electronic Filing will display the docket report for this case.
- Clicking on the document number hyperlink will display the PDF image of the document just filed.

- Scroll down to see participants who have or have not registered for electronic noticing on this case.
- To print a copy of this notice, click the browser **[Print]** icon or button.
- To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.